



Manchester Educational & Activity Center

Member Handbook

Hours of Operation

Monday-Thursday
6:00 a.m. – 9:00 p.m.

Friday
6:00 a.m. – 8:00 p.m.

Saturday
8:00 a.m. – 12:00 p.m.
4:00 p.m. – 8:00 p.m.

Sunday
12:00 p.m. – 6:00 p.m.

PLEASE NOTE

From July 1st through July 31st,
we are CLOSED for Saturday evening shift and entire Sunday shift.

www.MEAC.life

130 Wayne Frye Drive
Manchester, Ohio 45144

Effective 07/01/2018

Your life is an occasion.

Rise to it.

–Suzanne Weyn

Welcome

Welcome to Manchester Educational and Activity Center (MEAC). This handbook is for your use to make you aware of the rules, policies, and information necessary to insure our facility is valued and operates efficiently. We urge you to read through this book and keep it as a reference. Please contact the Director of the MEAC with any questions, concerns, or comments. Cherish this facility and the opportunities it provides!

***Important:** The MEAC was designed with the students of the District in mind first and foremost. All student-related activities will be top priority in building and equipment utilization. With our sufficient hours of operation, we do indeed welcome members of our community to partake in enhancing personal wellness as well. For our facility schedule, please call the reception desk at 937.549.4777, Opt. 7, or access the calendar on our website (www.MEAC.life) to make your plans accordingly.

Philosophy

The MEAC strives to provide a broad platform of education, sport, recreation, and fitness activities for students, faculty, staff, and the community with opportunities to expand learning through mind enrichment and personal lifestyle enhancement.

We promote teamwork, professionalism, and enthusiasm by all.

Values:

Excellence in Service

Develop a friendly and knowledgeable staff with a dedication mindset to provide exceptional service and facilities to meet the needs and expectations of the District and Community.

Mutual Respect

Exhibit a cordial setting that shows polite, friendly, helpful, and respectful manners.

Living Well & Quality of Life

Display appreciation for physical and emotional well-being by creating an atmosphere that promotes physical fitness and a life-long commitment to healthy living.

Enhance our users' experiences, interactions, and relationships with our affability and encouragement.

Diversity

Create an environment that values individual differences by providing programs and services that reflect those distinctions.

Accountability

Exhibit ownership. Be ethical and responsible for actions taken.

Medical

All MEAC staff members are required to complete certain health and safety courses to best serve you if a situation would arise.

If you have any serious medical conditions our staff should be aware of, please indicate on your registration form.

Note: This information will remain confidential unless you are under an emergency situation.

Members with signs of a communicable disease (red or draining eyes, fever, rash, boil, impetigo, running sore, vomiting, diarrhea, bad cold, sore throat, or deep cough) and communicable conditions (scabies or head lice) are asked to not visit the MEAC until free of the disease symptoms.

Asthma Inhalers and Epinephrine Auto-injectors:

Inhalers and epi-pens are not provided on-site. It is the member's responsibility to have on hand in the event of needing. *Parents:* Your child's supply in the District's nurse's station is not accessible during non-school hours – Please prepare your child accordingly.

Emergency Procedures

The staff is prepared to take prudent action should any emergency arise during MEAC operational hours. Fire, tornado, and other emergency evacuation procedures are posted throughout the facility. MEAC users are to follow the direction of staff members and not to leave the premises without procedural release.

Parents, Guardians, and Loved Ones:

If there is a facility emergency, please keep all district phone lines open for emergency use.

Keep cars away from the area and leave streets clear for emergency vehicles.

Announcements will be made on the local radio station, C103, and will also be posted on the MEAC website (www.MEAC.life).

Work Permits

A student who is age 16 or older may request a work permit from the high school secretary. This form must be signed by District administration.

Non-Discrimination and Equal Opportunity

The Manchester Local School Board of Education's policy of nondiscrimination extends to all individuals, including staff, job applicants, and the general public with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age, or disability.

Student Disciplinary Sanctions

All warnings are considered to have been given when the policies, rules, and/or regulations are first explained to the student and/or when the student is given a copy of the MEAC Member Handbook.

A MLSD student's failure to comply with the requirements for conduct outlined in this handbook may result in being disciplined. MLSD students may lose all rights to participate in school-related social events, extracurricular activities, or building usage rights for a period of time determined by the MEAC Director, MEAC Receptionist, and/or the Principal of the school. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result.

The Student/Parent Handbook states:

1. Friday Night School and Detention are disciplinary sanctions that are used at the discretion of the student's principal. Students are required to bring books and any other necessary materials as the entire time will be spent studying. An adult supervisor is present in the room at all times.

2. An attempt will be made to contact the parent within twenty-four hours of stated suspension.

3. Disciplinary sanctions for violation of Rule 5 (Tobacco, Drugs, and Alcohol), stated in the Elementary and High School Handbooks, may be reduced if the student receives professional assistance. Professional assistance may include, but not be limited to, an alcohol/drug education program; assessment with follow through based on assessment findings; counseling; outpatient treatment; or inpatient treatment.

Non-MLSD students are to comply with the conduct requirements. Failure to comply may result in contact with student's enrolled District and in denial of building usage.

Student Attendance Requirements

Students involved in any activities at the MEAC must be present a minimum of four periods to check into the MEAC. Extenuating circumstances are subject to administrative approval.

Hazing and Bullying

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Permission, consent, or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events which might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the District's Web site.

The administration provides training on the District’s hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers are provided with qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State law.

No one shall retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

Facility Reservations

The MEAC Facility Rental Application form, as well as Policy and Usage Guidelines, can be found on our website (www.MEAC.life) or provided by the MEAC reception desk or Central Office.

Facility Rental Fees	Per 1 hour
Community Room	\$15
All-Purpose Room	\$30
Court 1 or 2	\$15
Courts 1 & 2	\$30
Track	\$15

Healthy eating is a vital part of good health. It is important for energy and vitality, optimal work performance, weight control, control of cholesterol and blood pressure, and prevention of chronic conditions. Our facility is committed to promoting health and well-being. We know people want to eat smarter and move more. Heart disease, stroke, cancer, and diabetes are costly and preventable health problems and are largely affected by what we eat, how physically active we are, and how supportive our community is in helping us to make better choices.

The MEAC encourages our patrons to conquer their personal wellness journeys even while eating away from home. Therefore, effective August 17, 2017, MEAC facility rental customers intending to cater refreshments to guests will be provided healthful nutrition recommendations. These recommendations can be used at the customer’s discretion during his/her scheduled event at the MEAC.

Together, we can invest in health by simply inviting more nourishing choices.

Healthy Vending

The refrigerated vending machine housed in the facility offers snack items. All snacks (except plain nuts and nut/fruit mixes) will meet the following nutrition standards recommended by the American Heart Association.

- ≤ 200 calories per label serving
- ≤ 240mg sodium per label serving
- 0g trans fat per label serving (no partially hydrogenated oils)
- ≤ 1g saturated fat
- No candy (sugar-free mints are acceptable)
- No regular chips (baked chips & pretzels are acceptable)
- Grain-based bars ≥ daily value dietary fiber & ≤ 7g total sugars per label serving

Plain nuts & Nut/Fruit Mixes

- Serving size ≤ 1.5oz (1oz preferred)
- ≤ 140 mg sodium per label serving

What is included with your membership fee?

24 Cardiovascular Fitness Pieces	10 Fixed Motion Weight Training Pieces	Free Motion Weight Training Pieces
Personal Health Assistance & Information	Towel Service	Three-lane Walking/Running Track
Court Accessibility (includes basketball & volleyball equipment)	Locker Room Access	Medicine Balls, Stability Balls, Kettlebells, & Jump Ropes
Discounts on Instructor-led Programs	25% discount on Facility Rental Reservations	Satellite Radio & Televisions
On-site Staff Supervision & Video Surveillance		Wi-Fi Connectivity

Membership Fee Categories	Individual Monthly	Family Monthly	Individual Annually	Family Annually
<i>Students</i> Manchester Local School District	Waived	--	Waived	--
<i>Employees</i> Manchester Local School District	Waived	--	Waived	--
<i>Service Providers</i> (On-campus full-time sub-contracted employees & part-time MLSD employees)	\$10	--	\$90	--
<i>Patrons</i> Manchester Local School District	\$20	\$30	\$180	\$270
<i>Patrons</i> Non-Manchester Local School District	\$25	\$35	\$225	\$315
<i>Age 55 and older</i>	\$15	\$25	\$135	\$225
<i>Daily Guest Pass</i>	Single \$5 per day			
<i>Corporate</i>	Service Contract			

- **Patrons of MLSD are those who reside in the district**
- **Patrons of MLSD must provide photo identification with home address**
 - **All members under “Family” must have the same home address**
- **Service Providers include on-campus full-time, sub-contracted employees and part-time employees of MLSD**
 - **10% Military discount is applicable with identification**

Rules and Regulations

Prior to using the facility, individuals must register and read and sign our liability statement.

The main entrance is the only entrance to be used by all facility users.

No exterior doors are to be propped at any time.

- Log-in at the front desk before using the facility.
- Do not bring valuables into the building.
- Exercise at your own risk.
- Do not drop weights on the floor.
- Do not rest dumbbells on bench pads.
- Chalk and powder are not permitted at any time.
- Rack users are to use spring collars and encouraged to exercise with a partner.

- **Age Guidelines & Adult Supervision**

MLSD students in 8th grade and higher are permitted full use of the MEAC.

Any non-enrolled MLSD youth under age 14 must be accompanied by an adult (age 18 or older).

All facility users under age 18 cannot exceed three hours of building usage.

The accompanying adult can be responsible for up to six individuals under age 14.

The adult and child(ren) are to come into the facility together.

If there is any misbehavior, the adult and child(ren) will be asked to leave.

- **Cardio & Weight Training Room Restrictions**

Only individuals age 12 and older are permitted in the Cardio & Weight Training Room. Please respect our goal for a safe environment around potentially dangerous equipment.

It is encouraged that users participate in a Facility & Equipment Orientation.

- **Track Use**

The three-lane track is to be free of backpacks and other such items, as well as loitering. Please be considerate of those wishing to utilize the track worry-free of trip hazards.

Beyond walking, also available for utilization on track is a *TerraTrike Rover*, a popular recumbent trike featuring disc brakes, an adjustable seat, and twist grip shifting. Visit reception desk to acquire access and proper training before use.

- **Cardio Time Limit**

During busy times or when others are waiting, please limit use of the cardio equipment to 20 minutes.

- **Rack Your Weights**

As a courtesy, when using free weights (or other movable equipment), please return pieces to their proper places at the end of your workout – making sure to strip barbells and return plates to storage racks.

- **Circuits and Lingering on Equipment**

If you intend to perform more than one set of repetitions on a machine, please allow others to work in between your sets. Be mindful to not interfere with another's routine by lingering too long on any one piece of equipment.

- Proper Attire & Hygiene

Appropriate workout attire is required. No swimsuits or clothing that may be inappropriate allowed. Shirts must be worn at all times. Non-marking, closed-toe athletic shoes must be worn on the court, on the track, and in the cardio and weight training area. Please be courteous to others by observing proper regular hygiene and limiting use of perfumes and sprays.

- Equipment Sanitation

Please wipe down cardiovascular and weight training equipment when finished. Wipes are provided throughout the room.

- Report Malfunctions & Concerns

Facility users should report any facility malfunctions, including fitness equipment mishaps, and specific concerns immediately to a MEAC staff member.

- Accidents & Injuries

All cases of accident, injury, or unusual incidents should be reported to a staff person on duty.

- Food Restrictions

Closed water bottles and sports drinks are permitted. Protein shakes, juice, and food items are not permitted in the gymnasium or in the training areas.

- Towel Service

Towels are provided for use by facility members only. Please assist our staff by depositing soiled towels in the appropriate bins. Towels are not to be taken out of the building.

- Changing Rooms & Showers

The changing rooms and showers (one for each gender) have lockers and are for all ages.

*No photo capturing devices of any kind are to be used while in a locker room.

- Personal Property

The MEAC is not responsible for lost, stolen, or damaged items. Please secure your items in a locker. Locks can be obtained at the reception desk. Cubby-hole storage is available in the Reception. *Note: The Receptionist is not responsible for the items placed in a cubby-hole.

- Filming & Posting

Any picture or video related to capturing a person's appearance must have approval of the appropriate staff members. Violators will be subject to disciplinary action. Individuals may only post appropriate items consistent with the mission of the MEAC and MLSD.

- Cell Phones & Music Devices

If talking on the phone inside the MEAC, please keep it quiet and brief. No texting is allowed when attention needs to be directed to the equipment you are using. Headphones must be connected to any music device. Again, no photo capturing devices of any kind are to be used while in a locker room.

- TV Monitors

TV monitors are to be left on mute at all times. Please be mindful when changing channel. Channels may be changed with the remote, which is located at the reception desk.

- Personal Trainers

The MEAC offers training assistance for members. Use of non-MEAC employees is prohibited within our facility unless authorized by the facility director.

- Announcements

Any important messages will be posted in the reception area and on our website.

*For inclement weather cases, please check our webpage or call the reception desk.

- Programming

Programs being offered will be posted on the tack board and on our website.

Please direct any questions or concerns to a MEAC staff member.

- Guest Access

A one-day Guest Pass is \$5 with completion of a guest registration form. Guests must comply with all rules and regulations of the facility. Those under age 18 must have parental/guardian consent on his/her registration form. Passes can be obtained at the reception desk.

- Disability Access

Individuals with a disability, who may need accommodation, should contact the MEAC reception desk in advance. Additionally, an adaptive bike is available. The Manchester Board of Education supports an adapted equipment shared use program for the purpose of inclusion for youth and adults using the MEAC. See **Track Use** on page 8 for more bike details.

- Parking

No parking spaces are to be created outside of designated spaces. Accessible spaces and fire lanes are to be respected.

- Visitors

To maintain the safety of all facility users and to ensure that no unauthorized persons enter the building, all visitors must first report to the reception desk to receive authorization to travel through the facility.

All participants and spectators of school programs and athletic events are expected to abide by all applicable laws, local ordinances, Board policies, and District and building regulations pertaining to public conduct on District property.

- Animals

Unless granted permission from administration, the MEAC only permits the use of service animals for those individuals with qualified disabilities.

- Lost & Found

The MEAC is not responsible for lost or stolen property. However, we do keep lost and found items whenever possible. All items found will be kept for at least 30 days before being donated for charitable purposes.